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Incentive Awards Committee
Central Intelligence Agency
Washington, D. C.

Memorandum to All Employees

March 1954

1. The President in his recent budget message to the Congress indicated his strong interest in the expansion of the Incentive Awards Program to provide for economy of operations and improvement of services throughout government. The significance of the Incentive Awards Program throughout the Federal Government is shown by the fact that awards received by Federal employees in FY 1953 totaled \$1,362,000. In addition to suggestions which provided intangible benefits, meritorious suggestions to which tangible savings could be attributed resulted in an estimated first year savings of \$44,000,000.

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2. The Director, in Agency Notice [redacted], stated that the Agency's mission can be more effectively accomplished if we are all constantly alert to ways of improving our operations and activities. He further urged each member of the Agency to become acquainted with the Incentive Awards Program so that their ideas and suggestions may be evaluated in terms of usefulness to the Agency. Response by employees to the Director's statement is well indicated by the increase in the number of suggestions submitted--19 in 1952 to 545 in 1953! These suggestions have covered a wide range of subjects from office procedures, revision of forms and reports, development of mechanical devices, to improvements in safety and security measures to mention a few of the areas covered.

3. The Incentive Awards Committee believes that information relative to Incentive Awards should be disseminated to Agency employees as a means of providing recognition for employees whose meritorious suggestions have been adopted for the improvement of Agency operations. The Committee also feels that information regarding adopted suggestions will be of interest to offices not presently utilizing such suggestion to the end that the fullest utilization will be realized. Attached is a Review of developments in the Incentive Awards Program which is to be issued on a quarterly basis.

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HARRISON G. REYNOLDS
Chairman, Incentive Awards Committee

Attachment

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